



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support  
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
FSET Administrative and Provider Agencies  
Child Care Coordinators  
W-2 Agencies**

**BWI OPERATIONS MEMO**

**No.: 99-03**

**File: 1250.6**

**Date: 01/11/99**

**Non W-2 ☒ W-2 ☐ CC ☐**

**PRIORITY: High**

**FROM: Stephen M. Dow  
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Policy Analysis and Program Implementation Section**

**SUBJECT: 1. FSET SANCTION LETTER  
2. ABAWD STRIKE LETTER**

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**CROSS REFERENCE:** Food Stamp Handbook, Appendix 8.6.0 and 8.8.2  
BWI Operations Memos 97-126 and 98-84  
CARES Letter NASN009901  
CARES Letter NAAB009901

**EFFECTIVE DATE:** January 8, 1999

**PURPOSE**

This memo notifies workers that standard CARES letters are now available to notify Food Stamp Employment and Training (FSET) participants that an FSET sanction has been issued, or, if the participant is also an Able-Bodied Adult Without Dependents (ABAWD), that an ABAWD strike has been imposed.

**BACKGROUND**

FSET participants are subject to 1-, 3-, or 6-month sanction periods for failing to meet their FSET participation requirements. FSET participants who are ABAWDs also receive a strike for each month that they receive Food Stamps and do not meet the ABAWD work or workfare participation requirements. The minimum requirements are not necessarily identical and there will be instances when the individual receives an FSET sanction but not an ABAWD strike. Currently, CARES does not generate a notice to the client when a sanction or strike is entered on AIWS. Workers should issue the letters discussed in this memo to notify clients of the sanctions and strikes. Always print the letter for the case file; the letter will also be saved to CARES notice history. For further information on using standard letters see the Notices And Letters Self-Study Guide attached to Operations Memo 98-84.

**CARES PROCEDURES**

There are 2 separate letters:

1. A letter for ABAWDs who are receiving a sanction and a strike (NAAB009901)
2. A letter for non-ABAWDs or ABAWDs who are receiving an FSET sanction but not an ABAWD strike (NASN009901).

The letter must be issued by Adverse Action prior to the sanction's effective date. This will allow the participant 10 working days to file for a Fair Hearing. Enter the sanction information on AIWS and run SFED. The sanction effective date will then display on CARES screen AIWS.

In addition to listing the failure action in the letter, enter the failure reason on WPNP.

If the FSET Sanction letter is issued after Adverse Action, the participant must receive an additional month of Food Stamp eligibility, which is not counted as an overpayment.